

Public Hearing Process Directions

Prior to securing KDE approval to proceed with the hearing process please confirm the following;

- ❑ The “draft” DFP and A/E estimates have been reviewed by KDE and the LPC has approved the reviewed draft DFP
- ❑ LPC has submitted the draft DFP to the local board of education and it has been approved by a majority vote in a scheduled or special called meeting.
- ❑ The following information has been sent to KDE;
 - Signed and dated District Facilities Plan Submittal Form showing the LPC and Board vote tally.
 - LPC meeting minutes and Board order of minutes approving the DFP.

AT THIS TIME KDE AND THE LOCAL DISTRICT WILL SCHEDULE THE REQUIRED HEARINGS.

- ❑ **KDE will send a Hearing Package for each public hearing that includes:**
 - Sign in sheet to record attendance
 - Agenda to be followed in each hearing
 - Official Copy of the District Facilities Plan
 - A hearing report template and sample hearing report
- ❑ **The Public Hearing shall be advertised 14 days before the Hearing date.**
- ❑ **The hearing shall be conducted AFTER 5:30 PM and you shall have:**
 - Official Sign-In Sheet
 - Recording device to document the proceedings. (Audio tape to be sent to KDE following the Hearing, **in extraordinary situations a video of the hearings may be required this will be discussed with KDE prior to the hearings) RECORD THE PROCEEDINGS EVEN IF THERE IS NO ONE IN ATTENDANCE.**
 - Public address system to allow those speaking to be heard
 - Copies of the Agenda and District Facilities Plan for all present.
- ❑ **Conducting the hearings**
 - The Local Board shall appoint a hearing officer
 - Conduct the Hearing as outlined on the Agenda
 - **Note that the Hearing is not a question and answer session, but is for the purpose of hearing and documenting testimony.**
 - **The hearing officer is to document the public comments. It is not within the purview of the hearing officer to sway public opinion or to comment on the proposed plan.**

- Persons wishing to speak shall be given adequate time but should not be allowed to dominate others in the hearing.
- The Hearing Officer shall read written statements into the record.

Following the public hearing;

- The local hearing officer submits a hearing report to KDE using the template and sample provided
- This hearing report will be reviewed by KDE and sent back to the hearing officer for final approval by the local board of education.
- A letter of approval of the Hearing Report along with a Board Order or Minutes noting the Hearing Report approval shall be sent to KDE
- The District Facilities Plan will then be submitted to the Kentucky Board of Education.